## Job Title: Deputy City Clerk

**Department:** City Clerk

**Immediate** 

**Supervisor:** City Clerk

<b>Origination Date:</b>	07/01/2001
<b>Revision Date:</b>	07/01/2012
Job Grade	608
FLSA Status	Exempt

#### **BRIEF DESCRIPTION OF THE JOB:**

Manages the administrative functions of the City Clerk department, develops office procedures, oversees compliance with all city, state, and federal laws, including Arizona Revised Statutes, Open Meeting Laws, Election Laws, City Charter and City Code. Maintains records, processes paperwork, and monitors the budget. Supervises department staff and in the absence of the Clerk, serves as City Clerk.

#### **ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Performs administrative duties by reviewing documents for accuracyand researching documents for staff. Assists in Council activities by creating Council meeting agendas, attending meetings and taking minutes, and ensuring that all meeting follow-up is completed in a timely manner and is in legal compliance. Ensures that all Council agendas and minutes are posted within the Open Meeting Law requirements. Processes liquor license applications, and writes correspondence. Assists in overseeing the twelve active Boards, Commissions, and Committees to ensure compliance with the Open Meeting Law by making sure agendas and minutes are received in a timely manner as well as tracking term expiration dates. Monitors the process in which the applications are received and tracked.
2	S	Manages staff by writing job descriptions and objectives, assigning duties to staff, tracking performance, and completing employee appraisals. Provides for training and staff development and implements disciplinary action if necessary.
3	S	Manages department operations by reviewing and evaluating budget requests, assisting in preparation of department budget, administering the operating budget, monitoring expenditures, implementing goals and objectives, establishing policies and procedures for operations, preparing statistical reports, and making recommendations.
4	S	Assists City Clerk in all election activities, including pre-election day and post election day requirements and activities, monitors legislative action related to elections and campaign finance, monitors Campaign Finance reports, works with Initiative, Recall, and Referendum elections. Acts as Election Official during the absence of the City Clerk.

	Physical Strength Code	ESSENTIAL FUNCTIONS
5	S	Maintains community, city, state relations by serving in a leadership role on various boards, committees and professional organizations.

## **JOB REQUIREMENTS:**

JOB REQUIREMENT	'S
Formal Education/ Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum three years experience in a related field.
Certifications and Other Requirements	Notary
Reading	Work requires the ability to read specific vocational, administrative, or technical documents, City code, ordinances, resolutions, annexations, state statutes, meeting minutes, staff reports, election manual, liquor permits, all at a college level.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. The ability to perform general accounting and budget analysis including credit card statements, travel arrangements and per diem, all at a college level.
Writing	Work requires the ability to write meeting minutes, staff reports, presentations, general correspondences, memorandums, letters, all at a college level.
Managerial	Semi-complex - Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Policy/Decision Making	Moderate – The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Projects and daily work are managed with little oversight, however special assignments and significant work products may be reviewed upon completion. Typically positions in this category are supervisor to mid-management jobs.
Budget Responsibility	Moderate - Oversees budget preparation of a program budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for city-wide budget expenditures.
Technicial Skills	Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Interpersonal/Human Relations Skills	Moderate - Interactions at this level typically result in recommendations regarding policy development, changes in policy, and implementation of policies. Interactions at this level are typically concerned with providing communications at higher levels of organizational operations and may utilize activities such as evaluating customer satisfaction, developing cooperative associations, and allocating resources to improve work operations, work quality, overall achievement of organizational goals and objectives, and customer satisfaction.

## **Physical Demands**

**Frequency Code Scale** 

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R ⊠ O □ F □ C	✓ Making presentations     ✓ Observing work site     ✓ Observing work duties     ✓ Communicating with co-workers	Pushing/ Pulling	□ N 図 R □ O □ F □ C	⊠ File drawers     □ Equipment     □ Tables and chairs     □ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	<ul> <li>☑ Computer keyboard</li> <li>☑ Telephone keypad</li> <li>☑ Calculator</li> <li>☐ Calibrating equipment</li> </ul>	Climbing	□ N □ R ⊠ O □ F □ C	⊠ Stairs     □ Ladders     ⊠ Step stools     □ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	<ul><li>☑ To other departments/offices</li><li>☑ Around work site</li></ul>	Vision	□ N □ R □ O □ F ☑ C	<ul><li>☒ Reading</li><li>☒ Computer screen</li><li>☐ Driving</li><li>☐ Observing work site</li></ul>
Lifting	□ N □ R ⊠ O □ F □ C	☐ Supplies ☐ Equipment ☑ Files	Foot Controls	□ N ⊠ R □ O □ F □ C	<ul><li>☑ Driving</li><li>☐ Operating heavy equipment</li><li>☐ Operating Dictaphone</li></ul>
Carrying	□ N □ R ⊠ O □ F □ C	⊠ Supplies □ Equipment ⊠ Files	Balancing	□ N ⊠ R □ O □ F □ C	☐ On ladders ☐ On equipment ☑ On step stook
Sitting	□ N □ R □ O □ F ⊠ C	<ul><li>☑ Desk work</li><li>☑ Meetings</li><li>☐ Driving</li></ul>	Bending	□ N 図 R □ O □ F □ C	<ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li><li>☒ Making repairs</li></ul>
Reaching	□ N ⊠ R □ O □ F □ C	☐ For supplies ☑ For files	Crouching	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O □ F ⊠ C	☑ Paperwork ☐ Monies	Hearing	□ N □ R □ O ⊠ F □ C	<ul> <li>☑ Communicating via telephone/radio, to co-workers/public</li> <li>☐ Listening to equipment</li> </ul>
Kneeling	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground	Twisting	□ N □ R ⊠ O □ F □ C	<ul><li>☑ From computer to telephone</li><li>☐ Getting inside vehicle</li></ul>
Crawling	⊠ N □ R □ O □ F □ C	☑ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⋈ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)	•	•	

Physical Demands (continue	ed)							
Machines, Tools, Equipmen	t and Work	Aids:						
Telephone, PDA, Fax machine, Copy n			e					
	<u> </u>							
Computer Equipment and S	Software.							
Computer, printer. Word, Excel, Powe		Full Dandar Ad	oha Acrobat V	isio Aganda	Manag	or Granicus I	Civio I	Dhie
Computer, printer. Word, Excer, Fowe	i i olit, Access,	Tuli Keadel Ad	obe Aciobal, v	isio, Agenda	ivi aiiagi	a, Granicus,	CIVICI	ius
<b>Environmental Factors:</b>			T	T				· · · · · · · · · · · · · · · · · · ·
Environmental Condition	ons	Never	Seasonally	Several T Per Moi		Several Ti		Daily
Extreme temperature				rei Moi	11111	rei wee	K	
(heat, cold, extreme temp. changes for	rom outside	X						
work)								
Wetness and/or humid ity (bodily discomfort from moisture)		X						
Respiratory hazards (fumes, gases, chemicals, dust and d	irt)	×						
Noise and vibration		×		П		П		П
(sufficient to cause hearing loss)			Ш					
Physical hazards (high voltage, dangerous machinery, aggressive prisoners, patients – not customers)		×						
Health and Safety Condition	15:							
Health and Safety Conditions	N = Never	R = Rare l	y O = Oc	casionally	F = F	requently	C=	Constantly
, and the second	Never	Less than	/	r more of		1/3 to 2/3		or more of
	occurs	hour per we	ek th	e time	of	the time	1	the time
Mechanical hazards	X			<u> </u>				
Che mical hazards	×			<u> </u>				
Electrical hazards	X			<u> </u>				
Fire hazards	×			<u> </u>		<u> </u>		
Explosives	X							
Communicable diseases	X							
Physical danger or abuse Other (specify)								
Primary Work Location:  Office Environment Warehouse Shop Vehicle Recreation Centers/Neighborhoo Outdoors Other (Specify)  Protective Equipment Requ								

## Job Demands

## **Overall Strength Demands:**

Overall Strength Demands				
⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.			
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.			
□ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.			
□ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.			
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.			

## Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	X			
Emergency Situations		×		
Frequent Change of Tasks	×			
Irregular Schedule/Overtime	X			
Performing Multiple Tasks Simultaneously	X			
Working Closely with Others as Part of a Team		×		
Tedious or Exacting Work			X	
Noisy/Distracting Environment			X	
Other (Describe below.)				

#### **EXPECTED BEHAVIOR:**

### Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate ion teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees provide positive feedback
- Be visionary anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

#### SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Job Title of Department Director	Signature of Department Director	Date
Comments:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.